



HUMAN RESOURCE
MANAGEMENT DIRECTORATE

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OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
US ARMY RESOURCES AND PROGRAMS AGENCY
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JDRP-HRP

MEMORANDUM FOR Managers and Supervisors in Organizations Serviced by the Human Resource Management Directorate, Headquarters Department of the Army Civilian Personnel Advisory Center (HQDA CPAC)

SUBJECT: Fully Automated System for Classification (FASCLASS)

1. The requirement to complete a Training Survey for certain positions in FASCLASS has been cancelled. Currently the system requires a survey for all positions at the grade 11 and above. Once the FASCLASS team begins the removal of the Training Survey from the application, it will take 4-6 weeks to finish the removal. In the meantime, the survey remains in the application. However, the following workaround has been put in place. When a manager creates a Position Description (PD) at one of those grade levels, the survey will appear. The manager is to fill in all of the fields with a "1" (one) and then forward it to their servicing Civilian Personnel Operations Center (CPOC) classifier.

2. Release 2.0 of FASCLASS was deployed 22 February 2003. This release contained new features such as:

- Access to Look-up Tables has been given to Public user role.
- New Delegated Classification Authority (DCA) Report.
- Civilian Personnel Office Identifier (CCPOID) field has been added to the Comp Level report.
- Functional code field added to search interdisciplinary.
- Link to the PD has been placed on all email messages.
- What's New menu button has been added. Users can see what is new in the application.
- Advance Search and Search have been merged.
- Checks occupational series before allowing the creation of interdisciplinary positions.
- Links to regional homepages on CPOC logos, found on FASCLASS homepage.
- Results screens will default to display up to 100 records.
- Ability to search by sequence without entering a CCPOID.
- Leading "0" added to the search screen in the fields of series and grade.
- Review process for managers/CPAC.
- New Report Track PD, ability to keep track of the status of a PD.

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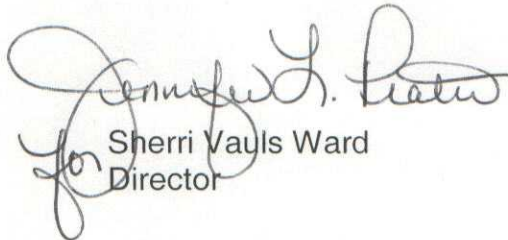
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- Ability to know that there are no PDs within an organization before clicking to open the organization.
- Ability to search for 4 digit PD numbers using power search.
- Ability to link directly to Classification and Qualification standards.
- Displays the users role, after their name and before their region on the light blue menu bar.
- Ability to have a list of all PDs within a Unit Identification Code (UIC) .
- When searching for multi-text, system will default the duty score to descending order.
- Title of CPOC Classifier or DCA Manager is added to Classified By field on new PDs.
- Ability for host nation employees to obtain their own userids.

These new features are listed and described on the What's New menu in FASCLASS.

3. As a reminder, there is a self-paced tutorial that users are encouraged to download to learn more about FASCLASS. The tutorial and additional information are available on the HQDA CPAC website, <http://www.hqda.army.mil/pesw>, under Tools, under FASCLASS.

4. In our continued commitment to provide advisory services to our customers, we remain available to assist in accessing and utilizing FASCLASS. For assistance, please contact your servicing HQDA CPAC specialist.



Sherri Vauls Ward
Director